

**ASD-27 (REV.11/01/99)**

NAME:	E-MAIL:	PHONE:
CLASSIFICATION:	DIVISION:	BARGAINING UNIT:

COURSE TITLE:	COURSE NO:
NAME/ADDRESS/PHONE OF INSTITUTION CONDUCTING TRAINING:	TRAINING LOCATION: (Complete address)
TRAINING DATE:	ALTERNATE DATE:
TRAINING TIME: <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	ALTERNATE TIME: <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.

☐ ALREADY ENROLLED (REQ'D FOR COLLEGE COURSES EXCEPT UCD EXT.)

☐ REQUIRES ADVANCE PAYMENT (ATTACH BROCHURE)

☐ SPECIAL ACCOMMODATION REQUIRED (ATTACH EXPLANATION)

EMPLOYEE TIME:	TUITION/REG.FEES:
STATE TIME:	BOOK/SUPPLIES:
TOTAL TIME:	TRAVEL/PARKING:
	PER DIEM:
	TOTAL COSTS:

- ☐ JOB REQUIRED – Training designed to assure adequate performance in current assignment. (Includes orientation, safety, and training mandated by law or other state authority)
- ☐ JOB RELATED – Training to increase job proficiency or improve job performance above acceptable levels of competency.
- ☐ UPWARD MOBILITY – Training to provide career movement for clerical classifications MST's, AR TECH's and IST's that facilitates movement to other classifications with Increased career opportunity.
- ☐ TAXABLE – Training which solely relates to another position and would not be required in the present position IS taxable.
- ☐ NONTAXABLE –Upward mobility training which maintains or improves the employee's skills required in their CURRENT position remains non-taxable.
- ☐ CAREER RELATED – Training designed to assist in the development of career potential and provide opportunity for self-development. (May be unrelated to current job).

<b>ALL TRAINING MUST BE APPROVED BEFORE ENROLLMENT/ATTENDANCE</b>	
<b>(Employee Signature)</b>	<b>Date</b>
<b>APPROVED BY</b>	
<b>(Supervisor's Signature)</b>	<b>Date</b>
<b>(Division Chief/Designee)</b>	<b>Date</b>

☐ FAXED

☐ PHONE ENROLLED

☐ WILL INVOICE

☐ REQUISITION TO ACCTING

☐ NOTICE TO EMPLOYEE

☐ KEYED

☐ CONFIRMATION # \_\_\_\_\_

(Training Coordinator Signature)

<input type="checkbox"/> Communication (CM)	<input type="checkbox"/> Mgmt/Supvr (MT)	<input type="checkbox"/> Professional/Technical (PT)	<input type="checkbox"/> Secretarial (SE)	<input type="checkbox"/> In-Service
<input type="checkbox"/> EDP (ED)	<input type="checkbox"/> Orientation (OR)	<input type="checkbox"/> Safety (SF)	<input type="checkbox"/> Taxable	<input type="checkbox"/> Out-Service

STATE OF CALIFORNIA  
California Environmental Protection Agency  
**AIR RESOURCES BOARD**  
**TRAINING REQUEST**

ASD-27 (REV.11/1/99)